



Batch Billing Training Revised 3-29-2016

## Table of Contents

Introduction:	Error! Bookmark not defined
Process Overview:	
CBE in a Single Session:	Error! Bookmark not defined

The ASAIS Claims Batch Entry (CBE) system has been designed to speed up the ability to submit monthly billing of services, especially for residential services where the consumer and service code remain the same and only the dates and units change monthly. Once a claim has been submitted using CBE, the claim is handled exactly the same as a claim that has been submitted either through an 837 billing file or has been direct entered through the UI in ASAIS. No matter how a claim is submitted, it passes through all of the same adjudication rules and processing steps.

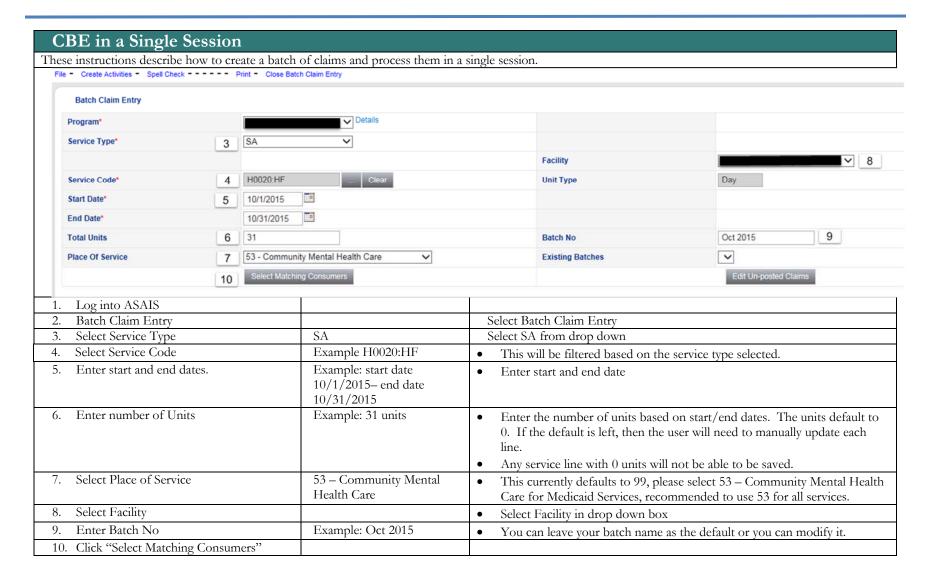
## **Process Overview:**

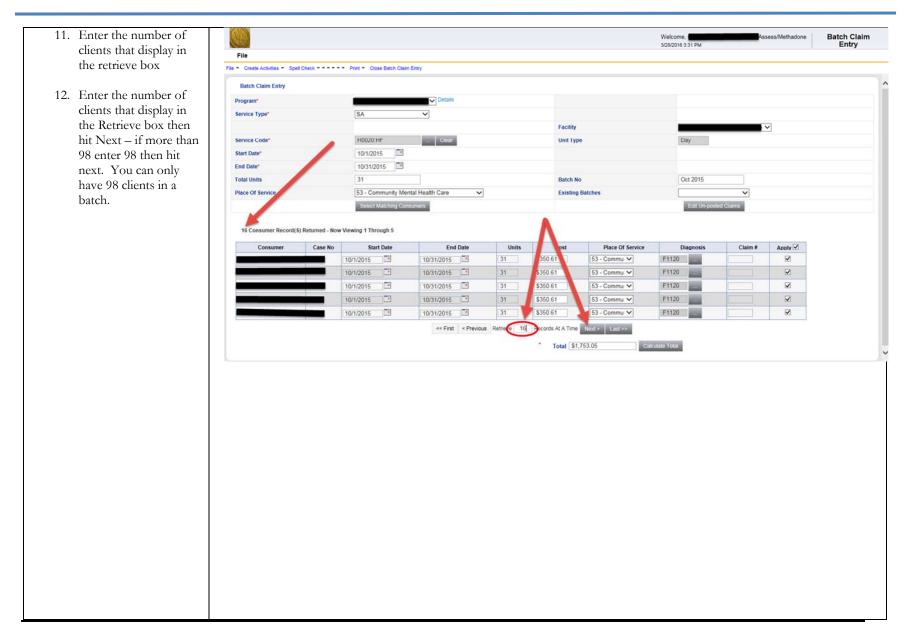
## 1. Identify/create batch

- a. Based on client, service codes and dates
- b. Select matching clients clients that match criteria and have not already had an activity
- c. Select clients those to include in batch being created
- d. Create activities will show under un-posted claims

## 2. Turn activities into claims

- a. Select batch name
- b. Edit un-posted claims make any necessary changes to the activity
- c. Save and complete will lock the record so it cannot be changed unless the status is reversed
- d. Submit claim





Consumers"	File	Fila									
		File = Create Activities = Spell Check = = = = - Print = Close Batch Claim Entry									
	Batch Claim Entry	Batch Claim Entry									
	Program*			Details							
	Service Type*		SA	~							
							Facility				
	Service Code*		H0020:HF	Clear		Unit Type	Day	Day			
	Start Date*		10/1/2015								
	End Date*		10/31/2015	T-10							
	Total Units							Oct 2015			
	Place Of Service	Place Of Service 53 - Community Mental Health Car   Existing Batches								~	
			Select Match	hing Consumers					Edit Un-posted	Claims	
4. Remove the check in											
the Apply column (this								Welcome,	Assess/Metha	done Bato	
removes all the checks		3/28/2016 3/37 PM									
for each individual	71110	File - Create Activities - Spell Check Print - Close Batch Claim Entry									
client)and Click	Batch Claim Entry										
"Calculate Total"	Program*			<b>▼</b> Details	Details						
(should be \$0.00)	Service Type*		SA								
						Facility			~		
	Service Code*						Unit Type Day				
	Start Date*										
	End Date*  Total Units		10/31/2015 31 Ba				_	Oct 2015			
	Place Of Service						Batch No Oct 2015  Existing Batches		~		
	The of service	Select Matching Consumers  Edit Un-ported C									
		16 Consumer Record(\$) Returned - Now Viewing 1 Through 5									
	With the Parties of the Commercial States									-	
	Consumer	Case No	Start Date 10/1/2015	10/31/2015	Units 31	\$350.61	Place Of Service	Diagnosis F1120	Claim # Apply		
			10/1/2015	10/31/2015	31	\$350.61	53 - Commu V	F1120			
		-	10/1/2015	10/31/2015	31	\$350.61	53 - Commu V	F1120			
			10/1/2015	10/31/2015	31	\$350.61	53 - Commu V	F1120			
			10/1/2015	10/31/2015	31	\$350.61	53 - Commu 🗸	F1120			
				<< First   < Previou	s Retrieve 5	Records At A Time	Next > Last >>				

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